



November 17 to 20, 2025

Québec City Convention Centre

## SESSION ORGANIZER'S GUIDE

## IMPORTANT INFORMATION

May 30	Deadline to submit session information via the online form
September 15	Deadline to provide the complete session schedule
October 6	Deadline to submit all information relating to the session's conferences

### DO NOT FORGET

Session organizers and speakers are entitled to a free "Conference and Exhibition" pass, including lunches on Tuesday and Wednesday. They must, however, pay for any other activities they wish to attend.

## SESSION ORGANIZER'S RESPONSIBILITIES

Submit the required information by filling out the online form via the following link:

<https://event.fourwaves.com/697abffc-d7f5-4d99-8f9b-6859a73d4e5e/submission>

- the title of the conference or plenary session, taking into account the Program Committee's recommendation;
- the short title (maximum 60 characters) must also be submitted;
- an abstract (3 to 4 concise sentences) of the session's content.

Select potential speakers, taking into account the recommendations of the Program Committee.

Inform speakers that their conference information must be submitted via the online form.

Forward the Speaker's Guide and follow up with them.

Send the following information to [programmeQME@mrnf.gouv.qc.ca](mailto:programmeQME@mrnf.gouv.qc.ca):

- the full session schedule; using the Excel file dedicated to this purpose.

Please arrive 30 minutes before the start of your session. Lead the session, while respecting the schedule. Introduce each speaker before their presentation. In the event of a withdrawal, the organizer must notify:

[programmeQME@mrnf.gouv.qc.ca](mailto:programmeQME@mrnf.gouv.qc.ca).

## SESSION SCHEDULE

### IMPORTANT

You must respect the 120-minute time limit set for each session.

### Tuesday, November 18, 2025

Morning:	9:30 a.m.	+/- 11:30 a.m.
Afternoon:	1:30 p.m.	+/- 3:30 p.m.

### Wednesday, November 19, 2025

Morning:	9:00 a.m.	+/- 11:00 a.m.
Afternoon:	1:30 p.m.	+/- 3:30 p.m.

## Thursday, November 20, 2025

Morning:	9:00 a.m.	+/- 11:00 a.m.
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### Coffee Break

A 15-minute coffee break must be included in the session schedule:

- Tuesday, between 10:15 a.m. and 10:45 a.m. and between 2:30 p.m. and 3:00 p.m.;
- Wednesday, between 10:00 a.m. and 10:30 a.m. and between 2:30 p.m. and 3:00 p.m.;
- Thursday, between 10:00 a.m. and 10:30 a.m.

## TECHNICAL SPECIFICATIONS AND SESSION PROGRESSION

Please arrive 30 minutes before the start of the session.

The entire session lasts 120 minutes, including 5-minute question periods (if time permits).

Conferences are presented on the stage located at the front of the room. A lectern-mounted microphone, a multimedia projector (1920 × 1080 pixel resolution), a projection screen (16:9 format) and a laser pointer will be available.

A monitor set up in front of the stage allows the speaker to view their slideshow without having to turn towards the projection screen.

A technician will be present throughout the session to provide technical support and give instructions regarding the progression.

## SIMULTANEOUS INTERPRETATION AND REBROADCAST

Conference sessions in English or French may be simultaneously translated. It is important to quickly notify the organizers of your needs.

Rebroadcasts of conference sessions will be available until February 2, 2026 on the networking platform via the QM+É website (<https://mrnf.gouv.qc.ca/quebec-mines/>).

